step29

Table of Contents

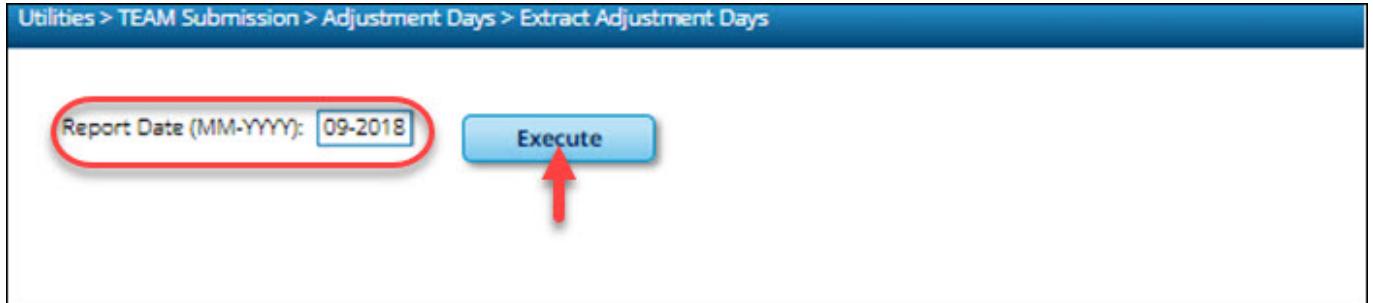Human Resources > Utilities > TEAM Submission > Adjustment Days > Extract Adjustment Days

In the **Report Date (MM-YYYY)** field, type 09-2XXX to capture the days for those employees that worked in August but were not paid until September.

Image

Click **Execute**. The Extract TEAM Adjustment Days - Processing Report is displayed.

A message indicating that the process was successful is displayed on the page.

Verify the information on Human Resources > Reports > TEAM Reports > TRS Adjustment Days Report (HRS7850).